

STATEWIDE **ARMY AGR VACANCY ANNOUNCEMENT**

ARIZONA ARMY NATIONAL GUARD

ACTIVE GUARD AND RESERVE

HUMAN RESOURCE OFFICE

5636 East McDowell Road, Phoenix, AZ 85008-3495

PHONE (602) 629-4800; DSN 853-4800

WEBSITE: www.dema.az.gov

ANNOUNCEMENT NUMBER: 20-101AR DATE: 12 Jun 20 CLOSING DATE: 3 Jul 20

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

HUMAN RESOURCES NCO, PAR/LIN: 102/04, SGT, 42A20

APPOINTMENT FACTORS: OFFICER: WARRANT OFFICER: ENLISTED: X

LOCATION OF POSITION:

HHD, 1120th TRANS BN (WP9MAA), 6202 W MYRTLE AVE, GLENDALE, AZ 85301

AREA OF CONSIDERATION: This position is in the Active Guard and Reserve Force and is open to current members of the Arizona (ARMY) National Guard in the ranks of **E4-E5**. Individual selected will receive an Active Duty Title 32 Tour with the Arizona Army National Guard. In order to be considered for this position, applicants must meet minimum qualifications as outlined within this announcement.

NOTE: Must have security clearance.

NOTE: PCS is subject to availability of funds.

NOTE: If you are within your stabilization period (18 months), approved waiver will be required before start date.

NOTE: Must have or be able to obtain 42A MOS within 12 months of hire date.

INSTRUCTIONS FOR APPLYING: IAW NGR 600-5, paragraph 2-2, the documents listed **WILL** be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.**

- a. NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position.)
- b. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online AKO. The IMR must be dated within the last 12 months to be valid.
- c. Letters of recommendation or Noncommissioned Officer Evaluation Report (NCOER) as required by the position announcement. Provide last 5 NCOER, as applicable.
- d. Certified copy of Enlisted Record Brief (ERB). Verify ASVAB line scores are annotated on the ERB.
- e. Statement of all active service performed. The following documents are acceptable – Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). For other services, equivalent retirement points statement. Must be within 1 year of Annual Ending Date (AYE).
- f. Certificate of Release or Discharge (DD Form 214(s), DD Form 220(s) and any accompanying DD Form 215(s) if applicable). If you have one of the above mentioned documents, ensure you include them in your packet. Failure to do so will result in your packet being disqualified.
- g. DA Form 1506 (Statement of Service) Title 10. (Active Duty applicants only.)
- h. DA Photograph in military uniform taken within the last 24 months is required. DA Photographs are valid for five years. The ranks of SGTs and below are not required to have a current DA Photograph on file.
- i. AZNG Form 335-4-R (Apr 1992).
- j. DA Form 705 (APFT) or DTMS print out: last 5 Record APFTs (ensure that height and weight are annotated on DA 705). If selected, must have passed a record APFT within the last 6 months. Profiles must be attached if applicable.
- k. Proof of meeting body composition standards IAW AR 600-9 (within 6 months.) DTMS printout can be used. (DA Form 5500/5501, if applicable)
- l. DD Form 369 (Oct 2011) Police Record Check. **Only** fill out block 1 through 9b, and sign block 11.

USE OF GOVERNMENT RESOURCES TO SEND APPLICATIONS IS PROHIBITED AND WILL NOT BE ACCEPTED BY THE HUMAN RESOURCES OFFICE. THIS INCLUDES THE USE OF GOVERNMENT FAX MACHINES AND GOVERNMENT MAIL SYSTEM TO SEND APPLICATIONS. APPLICATIONS MUST BE RECEIVED BY THE DATE/TIME SHOWN ON THE FRONT OF THIS ANNOUNCEMENT IN PERSON OR BY MAIL. SOLDIERS WHO ARE DEPLOYED MAY SUBMIT HIS/HER APPLICATION USING THE EMAIL ADDRESS OF NG.AZ.AZARNG.LIST.HRO-WEBMASTER@MAIL.MIL

**** We recommend that you have a member of your unit review your application prior to submission to our office. ****

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a current member of the Arizona (ARMY) National Guard and must meet the eligibility requirements to possess the MOS/AOC: **Must meet KSA's and be able to obtain 42A MOS.**

APPOINTMENT REQUIREMENTS:

1. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.
 2. Soldiers must meet the physical requirements of AR 600-9.
 3. ARNG applicants must be able to serve at least 3 years in AGR status prior to completing 18 years of Active Service or mandatory removal from active service based on age or service (without any extensions) under any provision of law or regulation as prescribed by current directives.
 4. AGR soldiers will not be reassigned during the first 36 months of their initial tour except in the event of mobilization, force structure changes, or an exception to policy granted by the AGR program manager.
 5. Must possess the grade equal to or below that authorized for the AGR duty position.
 6. Acceptance of an AGR position **TERMINATES** entitlements to be Selected Reserve Incentive Program (SRIP).
 7. Permanent Change of Station (PCS) expenses may be authorized for this position. Authorization of payment of PCS expenses will be granted only after a determination is made that PCS is in the best interest of the Arizona Army National Guard and upon availability of funds from the National Guard Bureau.
 8. Additional qualification requirements are outlined in NGR 600-5, AR 135-18 and other applicable regulations and laws governing the Active Guard/Reserve Program.
 9. Must not be flagged in SIDPERS for weight, APFT, security violations or pending any adverse actions
 10. Applicants who answer "yes" to questions 8, or 12-17 of section IV, NGB Form 34-1, or have not completed Initial entry training (IET) are ineligible to apply. DD214(s) that have unfavorable remarks to include; unsatisfactory performance, misconduct, dropped from the rolls (DFR), unsuitability/unfitness or in lieu of court-martial (AR 135-18, AR 135-91 Chapter 4,26, AR 135-178 Chapter 8,3 and 635-200 Chapter 11) are also ineligible to apply.
 11. Individuals selected for AGR tours that cannot obtain 20 years of Active Federal Service prior to reaching mandatory separation, must complete a statement of understanding acknowledging this fact. Waiver authority rests with the Human Resource Officer for non-control graded positions and with National Guard Bureau (NGB) for control Graded positions.
 12. The Arizona National Guard, at its sole discretion, reserves the right to pursue waivers, when applicable, IAW AR 135-18, Table 2-2 and NGR 600-5, Table 2-1.
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KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION

- (1) A physical demands rating of light.
 - (2) A physical profile of 323222.
 - (3) Qualifying scores.
 - (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.
 - (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
 - (d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.
 - (4) Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.
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BRIEF JOB DESCRIPTION:

Serves as the HR SGT for the battalion with three subordinate companies; responsible for providing administrative support for 552 personnel; provides daily readiness reports (PERSTAT); reviews awards, advancements, personnel actions, and consolidated reports; scans and performs quality control within iPERMS; inputs and manages data to include running reports in IPPS-A; processes DD 93s in eMILPO; assists in admin SRP processes; assists with monthly USR reviews; directly supervise and responsible for the health, welfare and training of three junior enlisted Soldiers; other duties as assigned.

Nominating Official: CPT Oldenkamp

Selecting Supervisor: LTC Huble